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**Non Completion of a Preliminary Course Warning Letter**

[ Date ]

Dear [Parent/Guardian]

I am writing to advise that your son/daughter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in

*(student name)*

danger of not meeting the Course Completion Criteria for the Preliminary course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(course name)*

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the \_\_\_\_\_\_ (eg 1st, 4th) **official warning** we have issued concerning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(course name)*

A minimum of two course-specific warnings must be issued prior to a final ‘N’ (non-completion of course) determination being made for a course.

#### Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

a) **followed** the course developed or endorsed by the Board; and

b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and

c) **achieved** some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an ‘N’ determination. An ‘N’ determination will mean that the course will not be listed on the student’s Record of Achievement and may affect the student’s eligibility for the Higher School Certificate. It may also mean that the student is unable to proceed to the Higher School Certificate course if he/she has not satisfactorily completed the Preliminary Course.

To date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not satisfactorily met \_\_\_\_\_\_\_\_\_ of the

*(student name) (indicate a), b) or c))*

Course Completion Criteria.

The table overleaf lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to satisfy Course Completion Criteria, the following tasks,

*(student name)*

requirements or outcomes listed overleaf need to be satisfactorily completed and/or achieved.

Please discuss this matter with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and contact the

*(student name)*

school if further information or clarification is needed.

Yours sincerely

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Class Teacher/Head Teacher | Principal |
|  |  |

To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(student name)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Task Name(s) / Course Requirement(s) / Course Outcome(s)*** | ***Original due date***  ***(if applicable)*** | Action required by student | ***Revised date to be completed by***  (if applicable) |
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Please detach this section and return to the school

## Requirements for the Satisfactory Completion of a Preliminary Course

* I have received the letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_ indicating that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(student name)*

is in danger of not having satisfactorily completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(course name)*

* I am aware that this course may not appear on his/her Record of Achievement.
* I am also aware that the ‘N’ determination may make him/her ineligible to proceed to the Higher School Certificate course.
* I am also aware that the ‘N’ determination may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Student’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_